

JOB DESCRIPTION
MURFREESBORO POLICE DEPARTMENT
ADMINISTRATIVE SUPPORT SPECIALIST

1. **JOB TITLE:** **ADMINISTRATIVE SUPPORT SPECIALIST**

2. **DEFINITION:** The position of Administrative Support Specialist requires an individual who is capable of exercising good judgment and who possesses clerical skills, the personal disposition and the psychological qualities generally required of people who work well with other employees and the public. This is an entry to mid-level position. The employee will be responsible through the chain of command to the Police Chief. All employees are responsible to the City Manager. This position is classified as non-exempt for the purpose of the Fair Labor Standards Act, as having no occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing. Any Administrative Support Specialist required to work in the evidence room is Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. **EQUIPMENT/JOB LOCATION:**
 - a. An Administrative Support Specialist must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Murfreesboro Police Department. Work is generally performed indoors and in a smoke-free environment.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Uses excellent human relations skills by communicating effectively orally and written with the public, elected officials, department heads and other employees of the City on a variety of personnel issues.
 - b. Makes arithmetic calculations rapidly and accurately on 10-key full business calculator.
 - c. Prepares and types correspondence, memos, reports, and proofreads documents.
 - d. Answers telephone inquiries and interacts with the public, city officials and department heads or their designees concerning employees.
 - e. Knowledge of personnel policies and procedures.
 - f. Knowledge of bookkeeping practices and procedures.
 - g. Intermittent sitting, standing, stooping and walking.
 - h. Accurately prepares reports and records pertaining to administrative information.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Delivers correspondence/documents to other departments.
- b. Deposits outgoing and in-house mail in proper receiving bins.
- c. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. High School diploma or equivalent.
- b. Be at least 21 years of age.
- c. Possess the ability to make arithmetic calculations rapidly and accurately on 10-key/full business calculator.
- d. Must have legal authorization to work in the United States of America.
- e. Must pass a pre-employment background investigation.
- f. Maintains confidentiality about information learned on the job and has the ability to tactfully deal with sensitive information.
- g. Ability to report for work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- h. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, or controlled substance.
- i. Ability to perform occasional overtime work and be available to flex hours to report to work early and/or stay late, to include holidays and weekends.
- j. Ability to perform the duties of the position for an entire workday.
- k. Possess physical and mental ability to file and maintain files and records of the Murfreesboro Police Department, some of which may be confidential and/or medical records.
- l. Possess excellent typing skills, at least 55 wpm preferred.
- m. Possess temperament and good judgment to effectively deal with the public and/or City employees, some of whom may be irate or unreasonable.
- n. Possess good working knowledge of personal computer, including the Microsoft Office Professional software computer programs and inter-office communication system(s).
- o. Possess excellent communication skills, both written and oral.
- p. Ability to concentrate and accomplish tasks despite interruptions.
- q. Knowledge of modern bookkeeping practices and procedures.
- r. Ability to learn and accurately explain and apply personnel policies and procedures.
- s. Ability to prepare advance spreadsheets, such as graphs and charts.

**Non-Exempt
Non-Safety Sensitive
Safety Sensitive (Evidence Receiving/Drugs)
August 22, 2006**